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DEPARTMENT OF EDUCATION

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MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS AND INSPECTED PRIVATE SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PROSPECTIVE STUDENTS OF SPECIAL SUMMER COURSES LEADING TO BASIC TEACHING CERTIFICATES VALID IN SECONDARY SCHOOLS

RE EMPLOYMENT OF SECONDARY SCHOOL TEACHERS
(To be read in conjunction with Circular 623)

1. On or after Wednesday, **February 26, 1964,** positions for secondary school teachers in the school year 1964-65 may be advertised. Each advertisement shall be inserted on at least three days in a newspaper having a provincial circulation and shall indicate the salary schedule and the subjects and grades to be assigned to the teacher.

2. On or after Friday, **February** 28, contracts may be made with teachers who hold basic or temporary secondary school certificates or student-teachers enrolled in the winter session of the Ontario College of Education. Ratings may be obtained from the College and interviews with student-teachers may be arranged there commencing on that date.

A contract made before February 28 will not be recognized as valid by the Department of Education.

3. On or after Wednesday, **April 1,** contracts may be made with applicants willing and eligible to attend the first summer course of secondary teacher training in 1964, provided that the positions have been advertised under the conditions of Section 1 above and no applicants are available for contract under Section 2.

A contract made before April 1 with a person who has not completed the first course of teacher training will not be recognized as valid by the Department of Education.

4. Positions vacant on April 1 and positions held in 1963-64 by unqualified persons who will not report satisfactory progress towards professional qualification by September 1964 must be advertised on April 1 if not advertised earlier. If no applicant is available under Sections 1-3 above by May 15 and a further advertisement **after May 15** fails to bring a satisfactory response from a person whom the Department of Education will support, a board may request a Letter of Permission on behalf of a suitable unqualified person.

NOTE 1. It it confidently expected that teachers, applicants for teacher training, and school officials will adhere professionally to the conditions of contract negotiation given above. The dates have been set after discussion with each of the organizations representing secondary school teachers, school officials, and trustees.

NOTE 2. Positions of teachers who have completed the first summer course in any required sequence of summer course training for secondary school teachers and are proceeding successfully at every opportunity towards full qualification need not be advertised. However, new Letters of Permission must be requested on their behalf if they will not hold basic certificates by September, 1964.

NOTE 3. If teachers who hold proper basic teaching certificates are asked to teach subjects for which they do not hold the special certificates required or general subjects beyond the limit that may be specified in their basic vocational certificates, the boards must indicate that positions in these subjects have been advertised and must obtain Letters of Permission for the teachers who are otherwise qualified if there is no satisfactory response to the advertisements. Commercial teachers who are proceeding to vocational certificates in limited fields of commercial work must not be asked to teach other commercial subjects for which they have no background or training. It is essential that these teachers be given a clear understanding of the subjects for which they will be responsible on a full-time basis before contracts are signed. Acting principals and vice-principals who have not been accepted for the Principals' Course in 1964 and acting heads of departments must also be covered by Letters of Permission.

NOTE 4. Boards should be informed that not more than three Letters of Permission for uncertificated teachers, no matter how competent they may be, will be issued unless steady progress is being made towards certification. When a second or third request is made on behalf of an unqualified person, clear evidence of recent progress and future intentions should be included with Form 700.

NOTE 5. If a school is unable to obtain the services of at least one teacher who is fully qualified in commercial subjects and holds a High School Assistant's Certificate, it must not introduce Grade 10 of the Business and Commerce Branch.

NOTE 6. Sections 5 (f) and (g) below will not apply to elementary-school teachers who apply for the course in Physical Education listed in Circular 623, Section 7.

NOTE 7. Boards and applicants are reminded that persons employed in provincial schools shall be Canadian citizens or British subjects, or shall have signed statements of intention to apply for Canadian citizenship.

NOTE 8. Before April 1, instructions will be sent to secretaries of boards concerning the procedure which applicants who hold no Ontario teaching certificate must follow with regard to a medical examination.

5. Instructions re engagement of persons eligible to attend a first summer course leading to a basic secondary school teaching certificate:

(a) The board advertises on or after February 26.

(b) A tentative contract is made on or after April 1 and **Form 700** (the request for a Letter of Permission) and the **Statement of Applicant,** completed and signed by the applicant, are sent by the Secretary of the Board to the Department. An applicant for a course leading to a vocational or occupational certificate must include also a form from the Ontario College of Education which indicates that his qualifications and experience have been approved as sufficient for admission before a Letter of Permission will be issued.

(c) The Department issues a Letter of Permission to the board and a copy is sent to the Ontario College of Education.

(d) The board and the applicant sign a firm contract.

(e) The applicant applies **immediately** to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, for admission to the course **enclosing his copy of the contract.** If the application is completed satisfactorily, a Letter of Acceptance is sent to him from the Ontario College of Education. If he is not accepted, or is admitted and does not attend, the Letter of Permission is cancelled. The closing date for applications is June 1.

(f) Upon successful completion of the first summer course, the teacher-in-training receives a Temporary Secondary School Certificate. If he attends but does not complete the course successfully, the Letter of Permission issued for his admission to the first summer course may be considered valid for the designated school year provided that the board wishes to retain his services.

(g) In the case of an applicant under contract to teach in an Ontario private school, evidence must be submitted that he will teach at least one subject (other than Physical Education) in Grade 11 or Grade 12, that the school is eligible to apply to the Department of Education for inspection in these grades in 1964-65, and that an application for inspection will be made. It should be noted that the conditions of advertising mentioned in this memorandum do not apply to private schools and that Letters of Permission are not issued on behalf of prospective teachers for these schools.

Toronto, January 2, 1964.

W. R. Stewart

Deputy Minister of Education

ONTARIO

STATEMENT OF APPLICANT

FOR ADMISSION TO FIRST SUMMER COURSE AT ONTARIO COLLEGE OF EDUCATION

(To be sent by the applicant, to the Secretary of the Board concerned, who is to attach it to Form 700)

This is to Certify

1. (a) that I hold a degree from.....
(Name of University)
and that I will apply for admission in 1964 to the Initial Summer Course leading to an Interim High School Assistant's Certificate, at.....
Kingston, London, or Toronto

or

(b) that I hold a Permanent Elementary-School Teacher's (or First Class) Certificate, No.....and that I will apply for the Special Course for teachers of girls' Physical Education at Toronto.

or

(c) that I have.....
(degree, diploma, or years of experience in business or trade)
and that my qualifications and experience have been considered sufficient for admission to the Ontario College of Education, as shown on the enclosed form, for a course

in.....subjects.
(Technical, Commercial, Occupational)

and

2. that I agree to attend the course if the.....
(Secondary School Board)
obtains a Letter of Permission and engages me under contract, subject to the acceptance of my application for the course.

NOTE: If the applicant for the Initial Summer Course does not apply for admission to the summer course centre which corresponds with his residence (See Circular 623), he must indicate his reasons on this form.

.....
Signature of Applicant

.....
Address of Applicant

.....
Name of Applicant (Printed)

Date..... 19.....